

Export Paradigm data to ASCII text format:

1. From the Navigator Bar select "Reports."
2. Select "Constituent Reports" from the drop-down list.
3. Then, select "Constituent Merge File" (can do a custom report from here if need be).
4. Select "Run Report" at the bottom of the screen.
5. Choose "Export File."
6. Choose "ASCII Tab-delimited" and check "include column headings."
7. Then click "Done."
8. Repeat these steps for any financial data you have like dues or donations.
9. Your files will have a ".txt" extension.